

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHEASTERN MENTAL HEALTH AUTHORITY
JOB OPPORTUNITY

Behavioral Health Program Manager

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER
Location: SMHA's Wellness Recovery Advocacy Program (WRAP)/401 W. Thames Street, Bldg. 301, Norwich, CT
Job Posting No: SM 110012
Hours: 1st shift / 8:00 am – 4:30 pm /Monday through Friday (40 hours per week)
Salary: \$80,261.00 to \$109,428.00 (Annually)
Closing Date: October 29, 2014

Eligibility Requirement: Candidates must have applied for and passed the BH Program Manager exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. Employees currently holding the above title or those who have previously attained permanent status may apply. ***Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.***

Duties may include but not limited to: Provides administrative and clinical leadership for CSP/ RP staff, WISE staff and staff within the current WRAP and Recovery Services Teams; Assesses needs for delivery of services; Supervises Team Leaders in client intakes, assignments to staff, monthly group and individual supervision and field supervision of assigned CSP/RP staff, WISE staff and Recovery Support staff as needed; Assists in assessing for, planning, developing and implementing policy and procedures for the WRAP program and Recovery Services; Provides fiscal oversight of program and carries out DMHAS policies and directives; Assesses staff clinical and educational needs and provides education for all staff on CSP/RP, WISE, and Recovery Support Services; Provides education and training on functional assessments, Person Centered Planning, re-assessments, encounter notes and documentation for Recovery Support Specialty staff; Supervises Team Leaders and clinical staff with: Completion of documentation and compliance with policies and standards as warranted by third party reimbursement and The Joint Commission, WITS electronic medical record, and development of tools for skill building staff and Recovery Support staff to ensure that fidelity to CSP/RP and WISE is met; Attends monthly statewide CSP/RP and WISE meetings with team leaders, supervises clinical interventions as warranted for clients assigned to the team; Develops and enhances current Recovery Support Services to further activities and education in support and integration of clients into the community; Participates with Network Providers and Community with activities or programs that enhance client recovery; Supervises crisis interventions and provides consultation to staff; Attends assigned SMHA committee meetings participating actively as a manager of these programs; Supervises both adherence to and, directly provide: quarterly attendance reviews with assigned staff; annual performance appraisals; staff productivity and work performance and follows established guidelines to address any deficits, including development of performance improvement plans; Participates in hiring process of staff, orientation of new staff, and completion of orientation requirements; Ensures completion of Biopsychosocial assessments and recovery plans for new clients to the program; Ensures completion of conservatorship applications, attendance at probate hearings, treatment team meetings at SMHA and in the community, meetings with WISE contracted staff and overall supervision; Establishes relationships with area providers and provides leadership role for SMHA in system- wide program development and administration activities; Performs other related duties as assigned.

Special Experience and Training: Incumbents in this class may be required to possess appropriate current licenses or certifications.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions:

Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** on the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **All applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

Email: MHA-SMHA-RECRUIT@ct.gov

FAX: (860) 859-4792

Southeastern Mental Health Authority

Office of Human Resources / Attn: Recruitment

401 West Thames Street, Building 301, Norwich, CT 06360

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **MGR**